



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
BOARD OF REAL ESTATE APPRAISERS

LICENSE APPLICATION

APPLICANT INFORMATION (please print)

FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ()	FAX # ()	E-MAIL	

CRIMINAL BACKGROUND DISCLOSURE

NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.

1. **Have you ever been convicted by any court of any crime? (circle one)** **NO** **YES**
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.
2. **Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)** **NO** **YES**
If yes, enclose a detailed explanation and copies of all documents.
3. **Have you graduated from high school or received a GED? (circle one)** **NO** **YES**

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional & Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

SIGNATURE	DATE
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**LICENSE APPLICATION FOR A
LICENSED RESIDENTIAL REAL PROPERTY APPRAISER (AP)**

X	LICENSED RESIDENTIAL REAL PROPERTY APPRAISER (AP)	\$431
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Office Use Only:
4695
1446—\$30
1421—\$380(AP)
2619—\$21

Office Use Only
Check # _____
Amount: _____
Cash # _____
Lic. # _____
Issue Date _____
Exp. Date _____

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:

NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD the following amount: \$ _____			
<input type="checkbox"/> I UNDERSTAND THAT FEES ARE NON-REFUNDABLE			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>

SIGNATURE	DATE
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INSTRUCTIONS TO COMPLETE AN APPLICATION FOR LICENSURE FOR A LICENSED RESIDENTIAL REAL PROPERTY APPRAISER (AP)

1. Complete the application in full (one page)
2. If you have not already provided the Board with 2000 hours of experience you should do so with this application
3. Attach certificates of completion for the following AQB approved courses:

15 HOURS	RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE
15 HOURS	RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH
30 HOURS	RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES
15 HOURS	RESIDENTIAL REPORT WRITING AND CASE STUDIES

ALL COURSES MUST BE APPRAISER QUALIFICATIONS BOARD (AQB) APPROVED. THE CURRENT AQB APPROVED COURSE LIST IS AVAILABLE AT THE WEB SITE NOTED BELOW UNDER THE EDUCATION PROGRAMS TAB, "AQB APPROVED REAL PROPERTY COURSES"

<https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009>

4. Attach verification of an associate degree **or** verification of passage of 30 semester credit hours from an accredited degree granting institution.
5. Enclose check or money order payable to "Treasurer State of Maine" for \$431.00 and mail to the address noted below. Alternatively you may fill out the credit card portion of the application and fax or email it to the board: FAX NUMBER: 207-624-8637 EMAIL: rlstateappr.board@maine.gov

Our mailing address for U.S. Postal Service via, regular, priority, or express mail services is:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF REAL ESTATE APPRAISERS
35 STATE HOUSE STATION
AUGUSTA ME 04333-0035**

(Please note that the USPS will only deliver to the address above and will NOT deliver to our physical location)

If you wish to use an overnight mail service such as FedEx or UPS. Please use our physical location:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF REAL ESTATE APPRAISERS
76 NORTHERN AVENUE
GARDINER, ME 04345**

EDUCATIONAL EXPERIENCE

APPLICANT'S NAME: _____

THE CURRENT AQB APPROVED COURSE LIST IS AVAILABLE ON THE WEB SITE UNDER THE
EDUCATION PROGRAMS TAB, "AQB APPROVED REAL PROPERTY COURSES"

<https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009>

COURSE COMPLETION CERTIFICATES MUST ACCOMPANY THIS ATTACHMENT

COURSE TITLE	COURSE SPONSOR	DATES TAKEN	NO. HOURS	FOR OFFICE USE

**INSTRUCTIONS TO COMPLETE A LICENSE APPLICATION
FOR A LICENSED RESIDENTIAL REAL PROPERTY APPRAISER (AP)**

VIA RECIPROCITY WITH ANOTHER STATE

- ♦ Complete the application in full (one page)
- ♦ Enclose an original "Certificate of Good Standing" from current license state
- ♦ Enclose check or money order payable to "Treasurer State of Maine" for \$431.00 and mail to the address below. Alternatively you may fill out the credit card portion of the application using a Visa or Mastercard and fax or email it to the board:

FAX NUMBER: 207-624-8637

EMAIL: rlestateappr.board@maine.gov

Our mailing address for the U.S. Postal Service via, regular, priority, or express mail services is:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
BOARD OF REAL ESTATE APPRAISERS
35 STATE HOUSE STATION
AUGUSTA ME 04333**

(Please note that the USPS will only deliver to the address above and will NOT deliver to our physical location)

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BOARD OF REAL ESTATE APPRAISERS
76 NORTHERN AVENUE
GARDINER, ME 04345**

Frequently Asked Questions

LICENSED RESIDENTIAL REAL PROPERTY APPRAISER (AP)

- **Is a high school diploma or GED required?** Yes
- **How old do I need to be to obtain a license?** You must be at least 18 years old.
- **I currently hold a trainee license. Do I need a college degree to upgrade my license ?** The current licensing criteria requires an associate degree to upgrade to the licensed residential level and a baccalaureate degree to upgrade to certified residential level and the certified general level.
- **I don't have a college degree, are there any exceptions to the degree requirement?** In lieu of an associate degree the AQB will allow 30 semester hours from a degree granting accredited institution.
- **What is the core curriculum requirement for the licensed residential real property appraiser?**
 - 30 hours basic appraisal principles
 - 30 hours basic appraisal procedures
 - 15 hours the 15-hour national USPAP course or its equivalent
 - 15 hours residential market analysis & highest and best use
 - 15 hours residential appraiser site valuation & cost approach
 - 30 hours residential sales comparison & income approaches
 - 15 hours residential report writing and case studies150 hours TOTAL

More core curriculum information may be found at:

<https://appraisalfoundation.sharefile.com/d/sfd8ab4c6bab49fdb>,

in the "Real Property Appraiser Qualification Criteria".

- **Where can I find a list of AQB approved courses and providers?** The approved course list may be found on the Appraisal Foundation's web site:

<https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009>

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you physically located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays.
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: www.maine.gov/professionallicensing. Your license will show up as PENDING at first; as soon as your status is ACTIVE, you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional & Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 36 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.